

General

- A Building Monitor is on duty at all events. Please check with that individual upon arrival and departure and if any problems should arise. At the end of the event, the Building Monitor will walk through the facility with the renter to ensure that the facility is left as it was found.
- Equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight.
- Renter may not enter earlier than the start of the rental time.
- Track lights, plants or paintings are not to be moved.
- Depending on the number of minors (under 21 years old) or Alcohol at an event, we reserve the right to require uniformed security or childcare.
- The patio is included with your rental.
- Dogs, cats, birds and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e. guide dogs or signal dogs)
- The facility has no control over special events occurring on the beach.

Catering

- Cooking is not allowed in the facility. The oven is to be used for warming purposes only.
- **Outdoor Barbecuing is allowed by a licensed caterer only, and permitted in the driveway next to the facility. Please ask the monitor where to set up for this.**
- Propane burners are not allowed inside the facility. Only electric warmers in the kitchen area and sternos in the ballroom are allowed.
- All trash or recycling must be put in garbage bags, tied at the top and put into the Marborg trash or recycling dumpsters located across the driveway from the facility. Garbage bags are provided by the facility.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.
- Self-catering (i.e. food brought in but you handle your own clean up) is allowed, however, your security deposit will be doubled to ensure cleanup at the end of your event.

Beverages

- All alcohol is allowed with the exception of keg beer. It may be served for five (5) hours only per day.
- If alcohol is sold, a permit from the Alcohol Beverage Control board must be obtained and displayed during the event.
- Alcohol is not allowed at events meant for young people between the ages of 13 - 20 years of age.
- Renter must provide bucket containers for chilling and storing the alcohol. Do not use the kitchen trash cans for this purpose. Also, bar mats are provided. Bucket containers must sit on bar mats and not directly on carpet, linoleum or wood.
- Do not dump ice and/or liquids on the plants within the building, on the patios or on the surrounding grounds of the building. Dump all ice in the kitchen sink and run warm water over it to melt.
- We offer recycling of glass bottles and cans at this facility. The renter is responsible for taking bottles and cans to the recycling dumpster located in the trash can area.

Tables, Chairs and other Equipment

- Our rental price for tables and chairs includes the set-up and take-down of this furniture.
- We have an assortment of 6 foot banquet tables, 60 inch round tables, two - 48 inch round table and 102 hotel style chairs.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your span of rental time.
- While most groups prefer to dance on the patio during their event, you are welcome to dance inside the facility. If you choose this option, you must rent a dance floor to cover the carpeted area.
- There is a 4' x 4' projection screen at this facility, as well as a microphone and a public address system. You must provide your own projector.

Decorations

- No open candle flames are allowed. They must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice or birdseed allowed in or around the building.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations.
- If extension cords are used, they must be taped down to the carpeting.
- If ladders are used to hang decorations, there must be a person on the ground keeping the ladder steady. We do not provide ladders.

Setup and Clean Up

- Generally caterers need 1-2 hours of setup time for an event at the Chase Palm Park Center; this is considered as part of your rental time.
- Our tables, chairs, etc. will already be in place before your “start time.” Setup may not occur prior to this time.
- During your last rental hour, you are expected to move out any items brought in by you or your vendors. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment and anything else specifically used for your event.
- You or your caterer must bag, tie and dump any food/beverage into dumpster areas outside.
- You must leave the kitchen in the same condition as it was found, but are not required to vacuum as the cleaning fee pays for a cleaning service to do that work.

Music

- Music, Bands and/or DJ's are permitted to play until midnight on the weekends and 11pm on weekdays. We suggest that music stop one (1) hour prior to the end of event to allow sufficient clean-up time.
- If extension cords are used, they must be taped down to the carpeting.

Additional Facility Information

Chase Palm Park Center

Rental Availability

The Chase Palm Park Center is the perfect spot for parties, meetings, and retreats. Because of the fabulous outdoor patio, most rental bookings fall between May through October when the weather is nicest in the Santa Barbara. If you are considering a Sunday booking, be aware that there is an Arts & Crafts Show that lines the Cabrillo Boulevard each Sunday from 10am until dusk. As the show is on the same side of the street as the facility, it could affect your event (privacy and parking) since it draws more people to the area. Additionally, we rent out the outdoor and beach areas for public and private events. These may additionally affect your event, so please check with us about other scheduled events. Weekday rentals must end at 11pm. Weekend rentals must end at 12am, and cleanup completed by 1am.

Viewing the Facility

The Facility may be viewed through its various windows; many people initially see this site in this manner. The front entrance windows give you're a glimpse into the main room, the patio is outside and open and the windows on the patio side provide a view into the conference sunroom. An appointment may be arranged with Leslie Lund, Facility Coordinator, to view the interior. Appointments can be made Monday through Friday from 9am-5pm unless there is an event occurring during this time. On Saturdays and Sundays, you may "peek in" during the first hour of an event's setup if there is a rental booking in the building. Since our Facility Rental Coordinator, Leslie Lund does not work on weekends and the Building Monitor is there to assist the event, we ask that you look around by yourselves and call us with any further questions during the weekdays. We suggest you call ahead of time to find out when it's best to view the site.

Parking

Two fee based public parking lots are located at Cabrillo Boulevard and Garden Street. The Palm Park Parking Lot (on the ocean side of the street) and the Garden Street Parking Lot (on the opposite side). If you wish to pay for parking for your guests, contact the City's Waterfront Parking Department (805) 564-5523. Free street parking is limited in this area.

Wedding Ceremonies

You are welcome to have your ceremony inside the Center, as well as on the outside patio or the grassy areas between the patio and the bike path. For a typical ceremony lasting about an hour to an hour and ½, there is no charge for the use of this grassy area. However, if you wish to rope off this area, there will be an additional charge. The facility's tables or chairs are not allowed to be out on the grass.

"10 Day Tentative Hold" vs. "Confirm and Book" a Date

Once you decide to rent Chase Palm Park Center and have determined a date, you can either put a "10-day tentative hold" for the date (no money down) or "confirm and book" the date. Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.) At the end of the 10 days, you must either confirm and book or release the date. Once the date is booked, we'll confirm it and initiate a rental contract. We cannot accept any money until this paperwork is in place.

To confirm a date and start the rental paperwork process, contact Leslie Lund, Facility Coordinator, at (805) 897-1983 or by email at LLUND@SantaBarbaraCA.gov.

Insurance

Insurance is not required for private events since we have a building monitor present; insurance is required for public special events.

Cancellation Policy

The initial \$250 reservation fee is non-refundable. If the event is cancelled within 10 working days of the event, 100% of the Security Deposit is refunded and 90% of the remaining fees (other than the reservation fee) will be refunded.

Other Facilities/Sites

We do have both larger and smaller indoor facilities, along with outdoor beachfront park locations available for rental.